

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, 2015**

**POSITION TITLE: ADMINISTRATIVE CLERK**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to provide clerical and office support duties. Position is responsible for extensive record keeping and filing duties. Employees in this class ensure accuracy and completion on a multiple of documents. Responsibilities involve personal telephone contact with residents, employees, supervisors, and performing various clerical and courier functions. Position may perform in front desk customer service capacity for the Department. Performs related work as required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Assists Department in all areas including but not limited to, scheduling, personnel, insurance, safety, and training.

Retrieves and distributes daily US mail and inter-office mail service several times during a work day, and prepares daily outgoing mail for the end of the work day.

Assists in operation of Department by copying, typing letters, filing, and providing information as requested.

Acts in a reception capacity for the department by providing customer service, such as accepting and distributing applications or requesting information, and preparing and posting notices.

Assists with the surveys and varied duties of collecting data.

Assists with all other clerical positions as necessary. May also act in other clerical roles as necessary.

Processes files for record retention.

Posts notices and other information required for the Department.

Assists in processing information for the department and may assist with background checks, and other data as required.

Responsible for maintaining up-to-date copies of Department records.

May be required to drive to collect and deliver materials or complete other errands.

**City Clerk's Office**

**Includes the following duties:**

Responds to requests for information/records from outside organizations, residents, and other departments.

Coordinate offsite storage with other departments including bar-coding and retrieving records.

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Maintain log of items in storage facility and items scanned and microfilmed.

Verify file retention requirements and assist with the process of records destruction.

Interacts and communicates with a variety of groups and individuals including elected officials, department directors and staff, members of the public, etc.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within the classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by minimum two (2) years office support experience that provided familiarity computers and popular software applications; or training; or an equivalent combination of education, training, and experience.

### **SPECIAL REQUIREMENTS**

Valid Florida State Driver's License (if driving is required)

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise

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independent judgement to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **DEPARTMENTAL USE ONLY**

Classification: Confidential  
Grade: 40  
Salary Range: \$33,068 - \$47,924  
Date Approved: 3/30/15